

# Basic Setup Instructions for Farmingdale iPads

## Setting up email:

1. From the opening screen of the iPad, click on the settings button



2. This will take you to you the settings for the iPad. In the left-hand pane, click on “Mail, Contacts, Calendars”
3. Then in the right-hand pane, click on “Add Account”



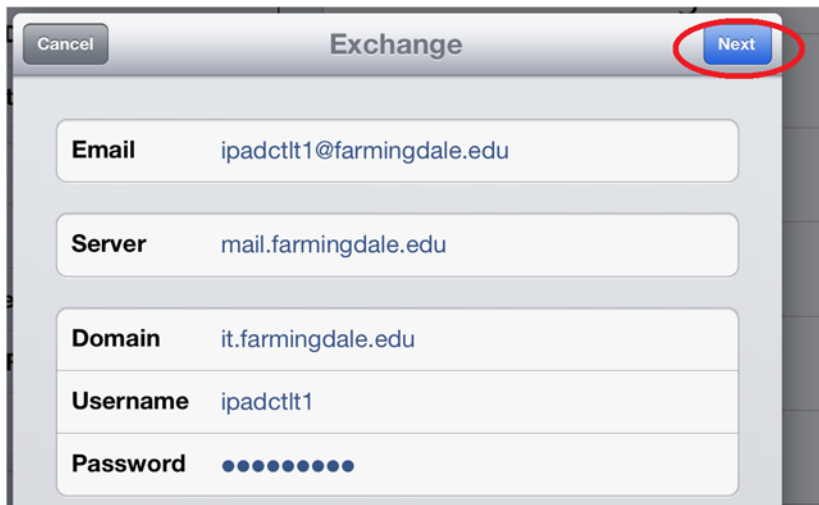
4. This will bring up a series of options. Choose “Microsoft Exchange”.



5. A new window will pop-up. In this window, enter your Farmingdale email address on the line marked "Email". On the line marked password, enter the password for your Farmingdale email address.
6. Click "Next"



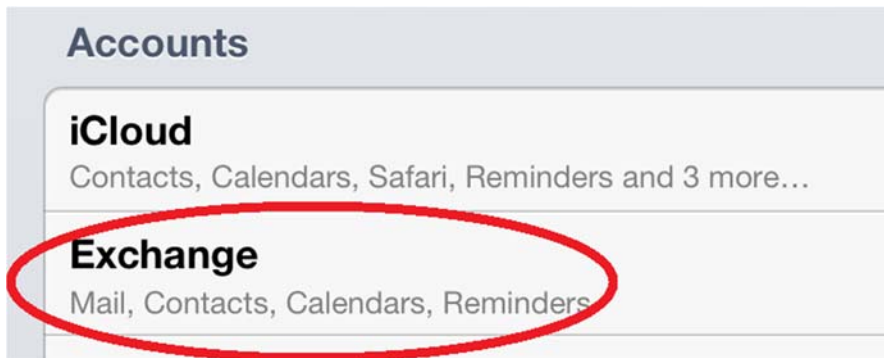
7. On the next screen, leave your email address and password as they are. On the line marked server, you'll want to enter "mail.farmingdale.edu".
8. On the line for Domain, enter "it.farmingdale.edu"
9. On the line marked Username, enter your farmingdale email address **WITHOUT THE @FARMINGDALE.EDU PORTION**. If the @farmingdale.edu portion is still there, the account will not be found.
10. Click "Next"



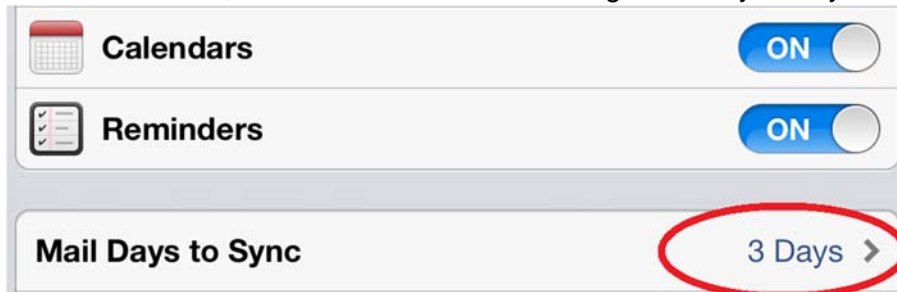
11. On the next screen, click "Next"



12. Your email has now been added to the iPad, but will only remember the last 3 days. To expand this, click on the "Exchange" account.

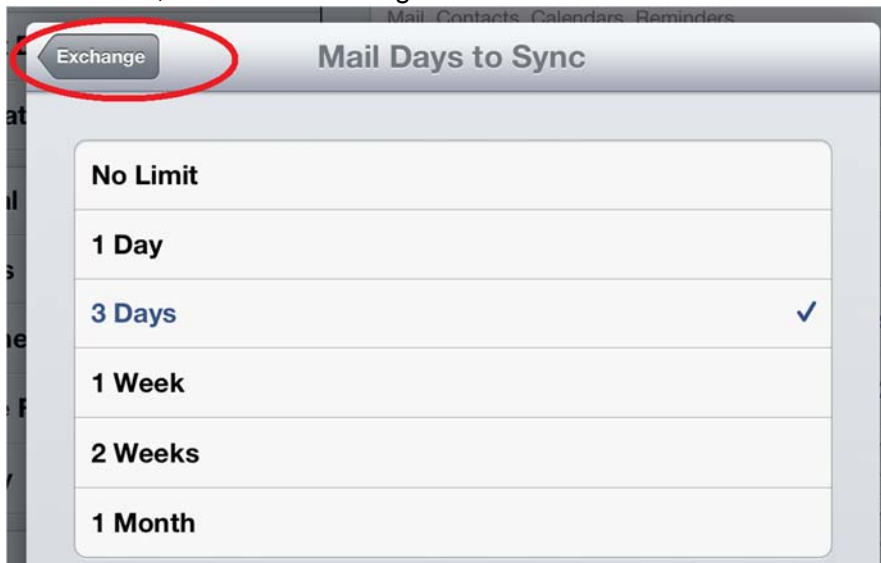


13. From this screen, click on the section indicating "Mail Days to Sync".



14. This will bring up an additional window. In this window, select the amount of days of email that you want to view on the iPad.

15. When done, click the "Exchange" button.



16. This will return you to the previous screen. Click "Done"

